



NOTICE OF EXTENSION TO FINAL FILING DATE

CEA EXAMINATION

POSITION TITLE: CHIEF, NORTHERN JOB SERVICE DIVISION
LEVEL: CEA 2 \$7302 - \$8051

The final filing date for this examination has been changed from June 9, 2006 to August 4, 2006, or Until Filled.

Applicants who have previously submitted applications for this examination do not need to reapply.

If you have any questions regarding this examination, please contact Diane Joseph at (916) 653-8456.

EMPLOYMENT DEVELOPMENT DEPARTMENT

CEA



CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

CALIFORNIA STATE GOVERNMENT - AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.
IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

POSITION TITLE: CHIEF, NORTHERN JOB SERVICE DIVISION

LEVEL: CEA 2 \$7302 - \$8051

FINAL FILING DATE: June 9, 2006

DUTIES/RESPONSIBILITIES:

Under the general direction of the Deputy Director, Workforce Services Branch (WSB), the Chief, Northern Job Service (JS) Division, plans, organizes, facilitates, and evaluates the Northern Area Job Service and Employment and Training programs with responsibility for staff that deliver services in over 60 One-Stop Centers and/or field offices. The incumbent coordinates service delivery with 20 Local Workforce Investment Boards in approximately three dozen Northern California counties.

As a member of the WSB executive management team, the incumbent facilitates the development, implementation and maintenance of JS program policies and procedures and is responsible for maintaining optimal community relations in the area. The Division Chief proactively brokers services of the Employment Development Department (EDD) with employment training networks, the employer community, local workforce investment boards, faith-based organizations, and community-based organizations to develop interest, understanding, acceptance, and participation in EDD programs. The incumbent advises the Deputy Director, other department managers, and other government agencies and policy bodies affected by the department's program decisions on key events and changes proposed for goals, objectives, policies, standards, plans, actions, and legislation (state and federal) regarding the Employment and Training program responsibilities. The Division Chief provides broad direction for policy to programs, delegates authority as appropriate to ensure good management practices and fiscal practices, directs and evaluates the performance of the responsible subordinate managers, establishes management control systems and performance targets, and secures compliance by subordinate managers and employees.

FILING INSTRUCTIONS:

All applicants must submit a completed **Standard State Application (Form 678)** and **Statement of Qualifications (SOQ)** postmarked no later than the final filing date to:

Employment Development Department
Human Resource Services Division, MIC 54
Attention: Diane Joseph
P.O. Box 826880
Sacramento, CA 94280-0001

Applications may be obtained from the State Personnel Board's web site at <http://www.spb.ca.gov>. **Applications submitted without a SOQ may be eliminated from this examination process.** The SOQ should be one, but no more than two pages in length, and is a narrative discussion of how the applicant's education, training, experience, and skills meet the minimum and desirable qualifications and qualifies them for the position. Applications postmarked, personally delivered, or received via interoffice mail after the final filing date will not be accepted. All inquiries regarding this examination should be directed to Diane Joseph at (916) 653-8456.

C o n t i n u e d o n P a g e 2

May 9, 2006

EXAMINATION INFORMATION:

The examination process will consist of an evaluation of applications and SOQs to assess education and experience as it relates to the minimum and desirable qualifications listed below. A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The results of this examination will be used solely to fill the position of Chief, Northern Job Service Division.

Special Testing:

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

MINIMUM QUALIFICATIONS:

Applicants must meet the following minimum qualifications by the final filing date:

Either I

Must be a State civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code 18992.

And In Addition to the Minimum Qualifications:

Must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of the following:

Knowledge of the organization and functions of California State government including the organization and practices of the Legislature and the Executive Branch; principles, practices and trends of public administration, organization, and management; techniques of organizing and motivating teams; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; the department's or agency's equal employment opportunity objectives; and an administrator's role in the equal employment opportunity program.

Ability to plan, organize and facilitate the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; effectively contribute to the Department's equal employment opportunity program.

Knowledge and abilities are expected to be obtained from broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies (experience may have been paid or volunteer, in the State service, other governmental settings or in a private organization).

DESIRABLE QUALIFICATIONS:

1. Experience in the management and administration of a statewide program with extensive field operations.
2. Strong leadership and management team experience demonstrating an ability to create a clear vision, set goals and expectations; develop leadership, initiative and capacity at all levels; and use sound judgment in managing complex and varied programs.
3. Familiarity with the JS program, specifically the legal basis and pending policy issues, automation challenges, budgetary issues from a state and federal perspective, quality oversight and associated federal requirements, service delivery alternatives employed nationally, and field operations and procedures.
4. Demonstrated ability to establish and maintain effective working relationships with Executive Staff, officials of Local Workforce Investment Areas, county welfare officials, elected officials, employer organizations, administrators of the Department of Labor, the Veterans Employment and Training Service, other state and federal agencies, educational institutions, labor organizations, and community-based organizations.
5. Familiarity with EDD's major programs, including Unemployment Insurance, Disability Insurance, Employer Tax, Job Service, and workforce development.
6. General knowledge of labor force issues, including employers and the unemployed, private and governmental agencies, and the ability to establish effective relationships with these groups.
7. Familiarity with the department's major automated systems.
8. Knowledge of quality customer service principles and demonstrated use of customer expectations to improve processes and/or products.